

Minutes
Student Administrative Council (SAC)
October 2nd, 2020
Via Zoom

Present: Kaivalya Dahale, Board Chair

Cole Ayerst, Director
Naznin Akter, Director
Allan Saji Chakkupurackal, Director
Katyayini Thakur, FSU President
Stacyann Stanley, Director

Thomas Hutchison-Hounsell, Board of Governors Student Representative
Paul Masse, General Manager
Bonnie Williams (Recording Secretary)

This meeting was called to order at 10:12 a.m.

Approval of the Agenda

5.1 It was:

MOVED by Cole Ayerst, SECONDED by Naznin Akter and CARRIED to approve the agenda.

Approval of Minutes

5.2 It was:

MOVED by Cole Ayerst, SECONDED by Naznin Akter and CARRIED to approve the Minutes from Meeting #4.

Director Status

It was stated that Lakshmy Trikkur Muraleedharan and Prerna Yadav are not full-time students for the Fall 2020 Semester and in accordance with the Bylaws are ineligible to continue in the role of a Director. It was noted that multiple communications were sent to Lakshmy and Prerna to determine status and intention, however, no formal response was received. It was noted that the Board should have been informed of the concern of eligibility prior to the Board Meeting to ensure the Board is involved and informed. This was noted and acknowledged.

Action Item Review

The action item 'Co-Op Students and FSU Membership' is an ongoing item and it was explained will be addressed as a part of the Governance Review process. It was noted that the item will be addressed by the end of the academic year as any changes will need to be approved by the Members at a Members Meeting.

It was explained that fanshawec emails are reserved for Fanshawe College staff members and Director positions are non-staff positions. It was noted that it is not a practice to give non-staff members fanshawec emails, however it was asked that specific emails, outside of student emails, be provided to Directors in the future.

Some updates were provided to the Board which included the policy that enclosed the details regarding doctors notes (Policy A13: Evaluations), Coordinator videos are being scheduled for filming and the recommendation for the Board to create specific questions for Class Representative Meetings and the FSU to provide feedback after the questions are created.

Chair's Report – Kaivalya Dahale

Kaivalya noted a concern regarding students not receiving a response from the FSU regarding payment for the bus pass. It was explained that due to the timing of the negotiations with the LTC, there was not enough time to establish an online payment process for students and thus payments are being processed manually. It was noted that the FSU is working as quick as possible to process the large amount of forms/payments and patience is appreciated.

Kaivalya asked for clarification regarding Class Representatives and Program Representatives. A discussion was held and it was suggested that the name 'Class Representative' be changed to eliminate confusion for students. It was noted the suggestion for the name change will be taken under advisement when the Class Representative System is not active (Summer Semester).

President's Report - Katyayini Thakur

Katyayini noted Fanshawe's Virtual Orientation was held on September 18th, 2020 for new students prior to the first day of classes on September 21st, 2020. Katyayini noted 'The Hubs' are open for students from 10 a.m. - 6 p.m. to answer any questions and noted the hours of operation are based on student demand. A concern was expressed regarding a student not receiving a Welcome Kit (mask, handbook, etc.). It was explained that a student was supposed to received in the first class, however the student can pick up the package from the Hub.

Katyayini provided an update regarding the Online Learning Experience Survey and noted focus groups (ie. First year students, fully online/blended, etc.) will be formed when the results have been received.

Katyayini provided an update on Virtual FSU Services to the Board. Katyayini explained the FSU Office is now open, Monday-Friday from 9:00 a.m. – 4:00 p.m. in a very limited capacity with rotating staff as well as staff working remotely to support students. Katyayini noted that the Director By-Elections are scheduled to take place on October 9th to fill three vacancies on the Board.

Katyayini noted Clubs and Class Representatives have been moved to a virtual format and stated full-time students and faculty are able to download and use the Adobe Creative Cloud software for free. Additionally, Katyayini stated Koffee with Katy will feature the Coordinators in some webisodes to answer student questions.

Katyayini noted that the Oasis, Outback Shack, Topped Dogz, Booster Juice as well as the Biz Booth and Gamesroom are all open for students on Campus. A hybrid model for events is currently being used to allow for up to 50 people to participate onsite, only offered to Residence Students at this time, as well as students being able to participate virtually. Katyayini explained this model for events is in accordance with the Provincial Government and Fanshawe College's Health and Safety Guidelines in regards to events.

Katyayini noted hiring has concluded and explained 90 new employees were hired across the various departments within the FSU. Katyayini noted the FSU currently has a total of 110 employees after the new hires. Additionally, Katyayini stated the Executive Team has been hired; Kate Shelest (Student Life Coordinator), Anuar Issa (Finance Coordinator) and Ricardo De Souza (Advocacy and Communications Coordinator).

As of September 1st, all full-time, fully-online students (London Campus only) who have not paid the bus pass fee as a part of the ancillary fee package, are now able to purchase a bus pass at a deeply subsidized, universal rate of \$264.00 for 12 months (until August 31st, 2021). Katyayini noted that students had mixed feelings about this option, but it has been overall a positive response.

Board of Governors Report - Thomas Hutchison-Hounsell

Thomas noted the Board of Governors held Board Orientation for the new members on September 17th, 2020. Thomas noted the orientation was optional for all existing Board members however, the new members; Tom Davis (Academic Representative), Michael Geraghty (External Governor), Christine Spicer (Support Staff Representative) and Terry Zavitz (External Governor) attended with their mentors.

Thomas explained five Board Members retired at the end of August; Patricia Hoffer, Alex Lau, Paul Meahan, Lauren Monteith and Michelle Quintyn, and were recognized for their service following the Board Orientation.

The first Board of Governors Meeting was held on September 24th via Zoom. Thomas noted an update was given by President Devlin regarding the decision process and the work completed for the Fall 2020 Semester and explained the work of the Academic and Student Services Teams were highlighted. An update on the work of the Alumni Association was provided and the Financial Planning Monitoring Report was approved as presented. Thomas explained the Board of Governors were asked to assist in the recruitment of three new Board Members in September for the 2020-2021 academic year.

Director Reports

Cole Ayerst – Cole asked for an update regarding graduation and graduation awards as no information has been provided to students. It was explained that there will be a ‘grad week’ in November with a virtual graduation, date to be determined. Diplomas will be mailed to the student(s), free of charge, if requested and it will be the normal process for graduation awards, however, there was a delay in the process due to the Winter Recovery Period. It was explained that students will be notified accordingly regarding awards.

Naznin Akter – Naznin noted a concern regarding students not being able to access a book list for specific programs and thus students are unable to purchase the required materials for classes and labs. Naznin explained that an email has been sent to the Program Coordinator however, no response was received. It was requested that the email that was sent to the Program Coordinator to be sent to Katyayini to follow-up on the issue.

Allan Saji Chakkupurackal – Allan inquired about the \$750.00 bursary for students and a long discussion was held regarding this topic. It was noted that a meeting has been scheduled to

discuss the eligibility as well as College communication and explained the Board will be informed when more information is known and/or determined. It was suggested that the FSU film a video regarding the bursaries that are available to students to ensure that students are aware of the bursaries available to them.

Allen inquired about a balance on Webadvisor and how a student could request a refund for the credit on the account. It was noted there is a process to request the credit which the student will need to inquire about by emailing info@fanshawec.ca.

Stacyann Stanley – Stacyann held a Class Representative Meeting on September 30th, 2020. Stacyann noted Class Representatives are worried that they are not known to classmates and suggested photos of Class Representatives be posted in the Academic School Offices. It was explained that obtaining photos of all of Class Representatives and it was noted to encourage the Class Representatives to connect with classmates in class or virtually to introduce themselves and the Class Representative role.

Stacyann inquired about different platforms to hold Class Representative Meetings. It was explained that Zoom is encouraged however, there are different platforms to hold meetings as well (ie. Microsoft Teams, Discord, Facebook Messenger). It was explained that meetings can be held on these platforms however, attendance needs to be tracked and sent to the Advocacy and Communications Coordinator.

New Business:

- a. Strategic Direction – The proposed Strategic Direction was presented to the Board.

5.3 It was:

MOVED by Cole Ayerst, SECONDED by Stacyann Stanley and CARRIED to approve the Strategic Direction, as presented.

A vote was held and the motion was passed.

- b. College Council Attendance - It was explained that the FSU holds up to six spots at the College Council meeting. It was noted that four of the spots are occupied by the President and the three Coordinators, however, two spots are assigned to Directors, based on academic schedules and interest, to attend. A discussion was held and it was decided that Cole Ayerst and Stacyann Stanley would be the primary attendees and Kaivalya Dahale (first backup) and Allan Saji Chakkupurackal (second back up) would attend as secondary backup attendees, if needed. The importance of attending the meeting as well as communicating an absence was noted to the Board. It was explained that the meeting agenda and supporting documents will be sent to attendees to review prior to the meeting when received from the meeting organizer.

- c. College Student Union Meetings - It was asked if Directors attended the College Student Union Meetings. It was explained that the Executive Committee attends this meeting, however in the past Directors have attended, if there were missing members.
- d. Director Biographies - The deadline for Directors to submit Director Biographies was extended until October 9th, 2020. It was noted the original email that outlined the things to include and the maximum word count will be resent to the Board after this meeting.

Next Meeting – Friday, October 9th at 10 a.m. via Zoom.

Adjournment

5.4 It was:

MOVED by Cole Ayerst, SECONDED by Allan Saji Chakkupurackal and CARRIED to adjourn the meeting at 12:10 p.m.